Summer 2008

WRITING and NON-WRITING Test Administrations

Student Data Upload File Requirements

A detailed description of the demographic data collected as part
of the Virginia Standards of Learning Assessments Program.

Revised: June 11, 2008

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Introduction

The main purpose of this document is to identify and define the data fields included in a student assessment record for the Summer 2008 Writing and Non-Writing Test Administrations. School divisions have the option to a) electronically upload their student assessment records as a *Student Data Upload* (SDU) file into the PEMSolutions web-based system via a process called *Student Data File Submission* or b) manually code their student assessment records in PEMSolutions by using the various Test Setup and Student Registration screens.

School divisions are strongly encouraged to use the electronic *Student Data File Submission* process to help eliminate manual data entry errors; however, it is not a requirement. Detailed directions regarding how to complete the *Student Data File Submission* process are available in Appendix D of this document.

Change Log

The following table contains a record of changes made to the SDU File Requirements document.

No.	Date	Description
0	8/7/07	Created Fall 2007 SDU Requirements
1	9/25/07	Removed footnote from AYP Adjustment fields 31-34
2	11/05/07	Removed Monitor Status-1st year 1 or Monitor Status-2nd year from AYP Adjustment field 34
3	11/5/07	Created Spring 2008 from the Fall 2007 Requirements Student Number is now a Test Specific field, meaning that if used, a Student Number must be entered for each test a student takes. Added Appendix E: Pre-ID Labels
4	4/11/08	Added Monitor Status-1st year 1 or Monitor Status-2nd year to AYP Adjustment field 34
5	05/23/08	Created Summer 2008 from the Spring 2008 Requirements; Added Y-Code B for Project Graduation test records
6	06/11/08	Changed the date within the Term Graduate definition for the Summer 2008 Writing Administration from August 31, 2008 to August 31, 2009

Preparing a Student Data Upload (SDU) File

When preparing an SDU file, the file must be formatted as a comma separated values (CSV) file. The order and length of the data fields and the types of characters in the data fields must follow the descriptions provided in this document, and any header rows must be removed from the file prior to being uploaded. For example, if the *Student Data Upload File Template* (a MS Excel spreadsheet) is used to prepare the SDU file, the header row (row 1) must be deleted and the final version must be saved as a CSV file.

The following naming convention is recommended for an SDU file: CCTTYYDDD.csv where CC refers to the administration type (WR=Writing or NW=Non-Writing), TT refers to the test administration (SU=Summer), YY refers to the year (YY=08), and DDD refers to the 3-digit division code. The filename extension must be .csv, and the pathname of the file must not include any periods. For example, C:\D.Smith\WRSU08.csv needs to be C:\DSmith\WRSU08.csv.

Separate SDU files must be created for the different test administrations (e.g. a Summer Writing SDU file and Summer Non-Writing SDU file); however, multiple files may be uploaded for each single administration. For example, divisions may wish to submit files separately by school rather than submitting one large division file. Regardless of the number of schools or students represented in a file, divisions are encouraged to submit SDU files

at the division level in PEMSolutions for consistency. If uploading SDU files at levels other than the division level, users must remember to return to each specific level to review individual SDU file status and correct any errors.

Note for Summer 2008 Writing Test Administration SDU Files: Students defined as Term Graduates (attempting to accrue sufficient verified credits to graduate by August 31, 2009) may complete two attempts of the End-of-Course (EOC) Writing test in the Summer 2008 Writing Test Administration. In the SDU file, the assessment records for these students must have a "Y" entered in the Term Grad field. A "Y" in the Term Grad field will result in: a) two Pre-ID labels generated for the student, b) the student's writing prompts automatically appealed or scored a second time, and c) the student's original test assignment automatically duplicated in PEMSolutions to account for the 2nd test attempt. Because a test assignment will automatically be duplicated when a second EOC Writing test with matching demographics is processed, the individual student's record should appear only once in the Summer 2008 Writing SDU file. This is in contrast to the Summer 2008 Non-Writing SDU file.

Note for Summer 2008 Non-Writing Test Administration SDU Files: A student record must be uploaded in the Non-Writing Test Administration SDU file for each SOL test a student will be administered. This could result in multiple records in a file for a student taking more than one SOL test during an administration. For example, an 8th grade student will likely be represented by four records in the Non-Writing Test Administration SDU file. These four records will generate individual test assignments for the Gr. 8 Mathematics, Gr. 8 Reading, Gr. 8 Science, and Gr. 8 History & Social Science tests for the student. While many fields in the four records will be the same, certain test-specific data fields (e.g. Group Name, Recovery, Online Test or Paper Test, etc.) may vary among the records.

While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is reduced as much as possible.

Field Preparation for Exports from Student Information Systems

Export the data from your student information system into these specific fields and in the following order:
Fields shown in **bold** are required and represent the minimum fields to be included in a Student Data Upload file.
Fields shown as <u>underlined</u> are student-specific fields and should not vary among records for a given student.

1. **Administration**
2. **<u>Student Last Name</u>**
3. **<u>Student First Name</u>**
4. <u>Middle Initial</u>
5. <u>Login ID</u>
6. **Division Code**
7. **School Code**
8. Test Code
9. Group Name
10. Group Code
11. **<u>Date of Birth</u>**
12. **<u>Grade</u>**
13. **<u>Gender</u>**
14. **<u>State Testing Identifier (STI)</u>**
15. <u>Race/Ethnicity</u>
16. Student Number
17. <u>Title I/TAS</u>
18. <u>Student Category – Migrant</u>
19. <u>Student Category –Homeless</u>
20. <u>Student Category – Neglected or Delinquent</u>
21. <u>N-Code/Economically Disadvantaged</u>
22. <u>LEP Status Code</u>
23. <u>LEP Proficiency Level</u>
24. <u>Disability Status-Section 1</u>
25. <u>Disability Status-Section 2</u>
    (This field is no longer needed; please review the field description on p 9.)
26. X-Code-A (not used at this time; leave blank)
27. X-Code-B (not used at this time; leave blank)
28. X-Code-C (not used at this time; leave blank)

29. <u>SOA Adjustment-LEP</u>
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35. <u>Career/Tech Ed & Tech Prep Program</u>
36. <u>Career/Tech Ed – Single Parent</u>
37. <u>Career/Tech Ed – Displaced Homemaker</u>
38. <u>Career/Tech Ed – Nontraditional Career</u>
39. Special Code-A (not used at this time; leave blank)
40. Special Code-B (not used at this time; leave blank)
41. Special Code-C (not used at this time; leave blank)
42. <u>RP-Code</u>
43. <u>Local Use Data</u>
44. Online Testing
45. Recovery
46. Retest
47. D-Code
48. <u>Term Grad</u> (May vary for Writing and Non-Writing Admins)
49. VGLA (not used at this time; leave blank)
50. <u>VAAP</u> (not used at this time; leave blank)
51. VSEP (not used at this time; leave blank)
52. Y-Code-A (not used at this time; leave blank)
53. Y-Code-B (not available until June 13, 2008)
54. Y-Code-C (not used at this time; leave blank)
55. **End of Record**

Field Definitions

1. **Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (e.g., wrsumm08 = Writing Summer 2008 or nwsumm08 = Non-Writing Summer 2008). This field is case sensitive.

2. **Student Last Name (REQUIRED):** This field must contain the student's last name. If the student's last name is longer than 11 characters and/or contains any spaces, accents, or special characters (e.g., - , ` ~ : ; '.) , the last name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 11, the name will be truncated to 11 characters. For example, Smith, Jr. would result in SMITHJR being uploaded.

3. **Student First Name (REQUIRED):** This field must contain the student's first name. If the student's first name is longer than 9 characters and/or contains any spaces, accents, or special characters (e.g., - , ` ~ : ; '.) , the student's first name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 9, the first name will be truncated to 9 characters.

4. **Middle Initial:** The student's middle initial is not a required field. The limit is 1 character. Valid characters A-Z or blank. Do not use any spaces, special or accented characters in these fields.

5. **Login ID:** This field <u>may</u> contain a unique 10 character ID for a student to use when logging in to TestNav, the online testing application. If this field is left empty, a unique 10 digit number will be assigned as the Login ID for each student. If the division desires to provide Login IDs, the following conventions must be followed: A limit of 60 characters, no spaces or special characters, and no duplicate Login IDs. Login IDs are not case sensitive.

6. **Division Code (REQUIRED):** This field must contain the three-digit division code that is assigned to your division by the state.

7. **School Code (REQUIRED):** This field must contain the four-digit school code that is assigned to a particular school by the state.

8. **Test Code:** This field should contain a valid test code (See tables below.) The Test Code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking Earth Science and Algebra I, that student will need two records, one for Earth Science and a second for Algebra I. If the Test Code field is left blank, a student will be registered for the administration but not assigned to a test and a Pre-ID label will <u>not</u> be generated. Please note these Test Codes do not replace the Subject Codes used in the Student Data Extract files.

Summer 2008 Writing Administration Writing Test Codes (Paper/Pencil Only)	
Test Code	Description
EOC002	End-of-Course English: Writing

Test Code (continued):

Summer 2008 Non-Writing Administration Modified Standard Diploma Test Codes		
Test Code	Description	Also Available as an Online Test
8001	Grade 8 Reading Cumulative	
8003	Grade 8 Mathematics Cumulative	
8038	Grade 8 Plain English Mathematics Cumulative	
8065	Grade 8 Reading	X
8075	Grade 8 Mathematics	X
8085	Grade 8 Plain English Mathematics	X

Summer 2008 Non-Writing Administration End-of-Course Test Codes		
Test Code	Description	Also Available as an Online Test
EOC030	English: Reading (2002)	X
EOC020	Algebra I	X
EOC086	Plain English Algebra I (2001)	X
EOC021	Geometry	X
EOC041	Algebra II (2001 Revised)	X
EOC013	Earth Science	X
EOC014	Biology	X
EOC015	Chemistry	X
EOC023	Virginia & U.S. History (2001)	X
EOC024	World History I (2001)	X
EOC025	World History II (2001)	X
EOC029	World Geography (2001)	X
EOC001	English: Reading (1995)	X
EOC022	Algebra II (2001)	X

9. **Group Name:** This field may contain a teacher name and period number, block number, or other common identifier. The maximum allowable length of this field is 20 characters, and valid characters are A-Z and 0-9. No special characters can be used. To reduce confusion, divisions are strongly encouraged not to leave the field blank and not to duplicate group names. Divisions should consider how they prefer score reports to be organized when selecting group names. For example, if a teacher instructs several sections of Algebra I and it is preferred to generate separate sets of reports for each section, the naming convention may be "Slate Alg I Block 1" and "Slate Alg I Block 2". If it is preferred to generate a set of reports that includes all students in the sections belonging to the teacher, the naming convention could be "Slate Alg I".

10. **Group Code:** This field is an optional field available for use by divisions to further identify or track group information (e.g., course number, section number, period number, or other identifier). The group code will NOT appear on printed reports; however, the value will appear in the Student Data Extract file. The maximum allowable length of this field is 10 characters, and valid characters are A-Z and 0-9. No special characters can be used.

11. **Date of Birth (REQUIRED):** This field must contain the student's date of birth and must match the four other associated fields for the student within the Educational Information Management System (EIMS) including the student's Last Name, First Name, Gender, and STI. The format of this field must follow the convention **MMDDCCYY** where MM is the 2-digit month, DD is the 2-digit day, CC is the century, YY is the 2-digit year. For example, if a student's date of birth was September 02, 1986, it would be entered into this field as 09021986. Supply leading zeros in the month and day fields where appropriate and include a 4-digit year.

12. **Grade (REQUIRED):** This field contains the student's grade level and must be one of the following values (leading zeros are required): **03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. Grade TT, or Test Taker, should be used for students not currently enrolled, but who already have sufficient standard credits to graduate and are returning to retake an EOC test for verified credit or retake the Grade 8 *Reading* and/or *Mathematics* tests to certify literacy and numeracy for the Modified Standard Diploma. Additionally, Grade TT may be completed for students who are beyond school age but are taking an SOL test for verified credit or to certify literacy and numeracy for the Modified Standard Diploma. Such students may be enrolled in a class within an adult education program.

13. **Gender (REQUIRED):** This field must contain the code representing the student's gender and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and STI. The valid values for this field are one of the following:

<div align="center">

F=Female   or   **M**=Male

</div>

14. **State Testing Identifier (STI) (REQUIRED):** This field must contain the student's STI as issued by EIMS and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and Gender. Please contact your local EIMS Project Manager if you have students to be tested who have not yet been issued an STI.

15. **Race/Ethnicity:** This 2 character numeric field (a leading zero must be used) should contain a code representing the student's race/ethnicity. The value in this field may be one of the following:

00=Unspecified	**04**=Hispanic
01=American Indian or Alaska Native	**05**=White (Not of Hispanic Origin)
02=Asian	**06**=Native Hawaiian/Other Pacific Islander
03=Black (Not of Hispanic Origin)	

If a student has a multi-ethnic background and does not identify with one of the groups listed, the value "00-Unspecified" may be selected. If a student has objected to providing this information, the field may be left blank.

16. **Student Number (Optional):** This field contains a locally assigned student number. Student numbers may be up to 12 digits in length. Leading or trailing zeros are not necessary unless utilized by your division. As of Spring 2008, if this field is used, it must be populated for each test the student is taking.

17. **Title I/Targeted Assistance Services (TAS):** For students attending schools with schoolwide Title I programs, this field should **not** be completed. Otherwise, if the student is receiving Targeted Assistance Services (TAS) under Title I, this field should contain the code representing the subject area(s) in which the student is receiving

assistance. The valid codes that may be submitted for this field are as follows:
    1=Reading & Math
    2=Reading
    3=Math
    4=Science
For more information, see the school division's Title I Coordinator or the DDOT. If the DDOT has additional questions, please contact the Title I Coordinator at VDOE for your Region as listed at
    http://www.doe.virginia.gov/VDOE/Instruction/title1/index.shtml

18. **Student Category-Migrant:** This field should contain a **Y** if the student is classified as Migrant.

    Definition: Student Category-Migrant
    A child who is, or whose parent or spouse is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work—
        (A) has moved from one school division to another;
        (B) in a State that is comprised of a single school division, has moved from one administrative area to another within such division; or
        (C) resides in a school division of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

    Note: If a student is classified as Migrant, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of migrant are considered categorically eligible for free or reduced-price meals.

19. **Student Category-Homeless:** This field should contain a **Y** if the student is classified as Homeless.

    Definition: Student Category-Homeless
    A child who is homeless and attending any school served by the local school division.

    Note: If a student is classified as Homeless, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of homeless are considered categorically eligible for free or reduced-price meals.

20. **Student Category-Neglected or Delinquent:** This field should contain a **Y** if the student is classified as Neglected or Delinquent.

    Definition: Student Category-Neglected or Delinquent
    A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

21. **N-Code/Econ Disadvantaged[1]:** This field should contain a **Y** if the student is classified as economically disadvantaged as described below:
    Economically Disadvantaged
    A student is economically disadvantaged if he/she:
    (1) is eligible for free or reduced-price lunch;
    (2) receives TANF (Temporary Aid for Needy Families); or
    (3) is eligible for Medicaid.

[1] **Required when either Student Category-Migrant or Student Category-Homeless is populated**.

22. **Limited English Proficient (LEP) Status Code:** For students classified as LEP (see definition below), select the appropriate code to identify the student's level of services as of October 1st or thereafter of the current school year. The valid codes for LEP Status are as follows:

> **1**= Receiving Services
> **2**= Monitor Status-1st year
> **3**= Monitor Status-2nd year
> **4**=Identified as LEP but NOT receiving services
> **5**=1st Year Post-Monitor Status
> **6**=2nd Year Post-Monitor Status

> **Definition:** Limited English Proficient (LEP)
> As of January 8, 2002, an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act* of 2001. The law states:

An LEP student is classified as one:			
(A)	who is aged 3 through 21;		
(B)	who is enrolled or preparing to enroll in an elementary school or secondary school;		
(C)	(i.)	who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;	
OR			
	(ii.)	(I.)	who is a Native American or Alaska Native, or a native resident of outlying areas; and
		(II.)	who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR			
	(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;	
AND			
(D)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual –		
	(i.)	the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3);	
	(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or	
	(iii.)	the opportunity to participate fully in society.	
[P.L. 107-110, Title IX, Part A, Sec. 901, (25)]			

23. **LEP Proficiency Level:** Based on the student's English language proficiency placement classification as of October 1st or thereafter of the current school year, select the appropriate value for LEP Proficiency Level if the student's LEP Status (field #22) is set to **1**=LEP and Receiving Services **OR** **4**=Identified LEP but NOT receiving services.

> **1**=Proficiency Level 1
> **2**=Proficiency Level 2
> **3**=Proficiency Level 3
> **4**=Proficiency Level 4

24. **Disability Status-Section 1:** The disability status field must be used for any student who is identified as having a disability. Use categories 01 through 14 and category 16 for students who are eligible for services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and who have Individualized Education Plans (IEPs). Use category 15 for "Otherwise Qualified Handicapped" students who are eligible for services under Section 504 of the Rehabilitation Act of 1973. Provide the appropriate two-digit student disability status code as listed below (01-10 or 12-16). If more than one disability exists, select the student's primary disability.

01=Mental Retardation
02=Severe Disabilities
03=Multiple Disabilities
04=Orthopedic Impairment
05=Visual Impairment (including blindness)
06=Hearing Impairment/Deaf
07=Learning Disability
08=Emotional Disturbance

09=Speech/Language Impairment
10=Other Health Impairment
12=Deaf-Blind
13=Autism
14=Traumatic Brain Injury
15=Otherwise Qualified Handicapped under Section 504
16=Developmental Delay (through age 8)

25. **Disability Status-Section 2:** This field may be left blank as this information is no longer being collected. In the past, the field was used to indicate students classified as "Formerly Special Education" students, or those who were previously identified as having a disability under an IEP and were exited from special education services within the last two years. If data already has been reported in this field, it is NOT necessary to remove the data.

26. **X-Code-A:** This field should be left blank unless authorized by VDOE.

27. **X-Code-B:** This field should be left blank unless authorized by VDOE.

28. **X-Code-C:** This field should be left blank unless authorized by VDOE.

29. **SOA Adjustment-LEP:** This field should contain a value of **Y** if the student's LEP Status is 1, 2, 3, or 4 **AND** the student has been enrolled in a Virginia public school for less than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.

30. **SOA Adjustment-Transfer:** This field should contain a **Y** if the student meets any of the criteria below.

    Pursuing a Modified Standard Diploma taking Gr 8 Reading and/or Mathematics - Regular Schedule: Students enrolled from another school division, another state, private school, or home instruction AFTER the 20th instructional day following the opening of school.
    <div align="center">OR</div>
    Pursuing a Modified Standard Diploma taking Gr 8 Reading and/or Mathematics - Block Schedule: Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the spring semester.
    <div align="center">OR</div>
    End-of-Course tests: Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school.
    <div align="center">OR</div>
    End-of-Course tests or Pursuing a Modified Standard Diploma taking Gr 8 Reading and/or Mathematics: Students who have transferred out of and back into the division during the school year and have been carried in your division's membership for 50% or less of the school year (or 50% of the semester for those on block schedules).

31. **AYP Adjustment-A (Transfer from within division):** This field should be **A** if the student was enrolled in the division on or before September 30 of the school year and has been enrolled in the division continuously as of

the date of testing. The student transferred from one school to another **within** the division during this time period.

32. **AYP Adjustment-B (Transfer from outside division from within Virginia):** This field should be **B** if the student was enrolled in Virginia public schools on or before September 30 of the school year and has been enrolled in the Virginia public schools continuously as of the date of testing. The student transferred from one division to another **within** Virginia during this time period.

33. **AYP Adjustment-C (Transfer from outside the state):** This field should be **C** if the student was **not** enrolled in the Virginia public schools on September 30 of the school year and/or has not been enrolled in the Virginia public schools continuously as of the date of testing.

34. **AYP Adjustment-D (Student Classified as LEP and enrolled in U.S. schools less than 12 months):** This field should be **D** for students who are classified as LEP (Level 1, Level 2, Level 3 or Level 4, Monitor Status – 1st year, or Monitor Status – 2nd year) and who have been enrolled in U.S. schools for less than 12 months. This includes LEP students who enrolled in a U.S. school on or after the first day of school in the 2007-2008 school year.

    Note: For AYP Adjustments (Fields 31 through 34), the only valid combinations for a student record are A, B, C, D, AD, BD, or CD. No other combinations are valid.

35. **Career/Tech Ed Course & Tech Prep Program:** Select the appropriate value for Career/Technical Education students who meet the criteria below. The possible values for this field are as follows:
    1=Career/Tech Ed Course only
    2=Career/Tech Ed & Tech Prep Program

    1 - Career/Tech Ed Course Only
    Select **1** - Career/Tech Ed Course only for all students **(grades 9-12)** who are <u>enrolled</u> in one or more Career and Technical Education course(s) during the same "real time" as an academic course(s) that require(s) a Standards of Learning End-of-Course test.

    Career and Technical Education content areas are:
    - Agriculture Education
    - Business and Information Technology
    - Family and Consumer Sciences
    - Health and Medical Sciences
    - Marketing
    - Technology Education
    - Trade & Industrial Education
    - Career Connections, including Special Programs

    2 - Career/Tech Ed Course & Tech Prep Program
    Select **2** - Career/Tech Ed Course & Tech Prep Program for **all** students who are <u>enrolled</u> in the secondary component of a Tech Prep program. **Note: A student who is enrolled in a Tech Prep program must also be enrolled in a Career and Technical Education Course(s).**

    A Tech Prep program is defined as a program of study that:
    - combines at a minimum of two years of secondary education (as determined under State law) with a minimum of two years of postsecondary education in a non-duplicative, sequential course of study
    - integrates academic and career and technical instruction and utilizes work-based and work-site learning where appropriate and available
    - provides technical preparation in a career field such as engineering technology; applied science; a

> mechanical, industrial, or practical art or trade; agriculture; health occupations; business; or applied economics
> - builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics and integrated instruction in a coherent sequence of courses
> - leads to an associate degree or baccalaureate degree, or a postsecondary certificate in a specific career field
> - leads to placement in appropriate employment or to further education

> *If you have questions about the Career/Technical Education fields, consult with your local Career and Technical Education Administrator. If you have further questions, call the Virginia Department of Education, Office of Career and Technical Education at (804) 225-2051.*

36. **Career/Tech Ed-Single Parent[2]:** This field should contain a **Y** if the student **(grades 9-12)** is classified as described below.
    Single parents
    Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody.

37. **Career/Tech Ed-Displaced Homemaker[2]:** This field should contain a **Y** if the student **(grades 9-12)** is classified as described below.
    Displaced homemakers
    Students who
    (1) have worked primarily without remuneration to care for a home and family, and for that reason have diminished marketable skills, have been dependent on the income of another family member but are no longer supported by that income, or are a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
    (2) are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.
    [2]Career/Tech Ed Note
    If a Career/Tech Ed student has a Disability Status or is classified as LEP, or is coded as N-Code, do NOT complete Career/Tech Ed-Single Parent or Career/Tech Ed-Displaced Homemaker. If a student does NOT have a Disability Status or is NOT classified as LEP, or is not receiving a Free or Reduced-price Lunch, you may complete only ONE: Career/Tech Ed-Single Parent **OR** Career/Tech Ed-Displaced Homemaker.

38. **Career/Tech Ed-Nontraditional Career:** This field should contain a **Y** if the student is classified as described below.
    Nontraditional Career
    Students who are classified as the nontraditional gender **(grades 9-12)** who are <u>enrolled</u> in one or more of the course(s) identified for Nontraditional Career Preparation and who are enrolled in academic course(s) that require(s) a Standards of Learning End-of-Course test. To determine this student population:

    - Review the list *Secondary Programs Identified for Nontraditional Career Preparation in Virginia* found at http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/procedure.pdf
    - Determine which courses from this list are offered at each high school and the nontraditional

gender classification assigned to these courses; and

- Review the class roster for only the courses offered at your school for nontraditional career preparation. Identify only students classified as the nontraditional gender in these courses

39. **Special Code-A:** This field should be left blank unless authorized by VDOE.

40. **Special Code-B:** This field should be left blank unless authorized by VDOE.

41. **Special Code-C:** This field should be left blank unless authorized by VDOE.

42. **RP-Code:** This field should contain a **Y** for any student who is enrolled in a course that requires an SOL assessment AND who has been enrolled in a Regional Alternative Education Project during the 2007-2008 school year. If you have additional questions, contact your local Alternative Education Coordinator or contact the Virginia Department of Education, Office of Program Administration and Accountability at (804) 786-3340.

43. **Local Use Data:** This alphanumeric field is available for optional use as prescribed by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank. No special characters can be used.

44. **Online Testing:** This field applies to the specific test being assigned in field # 8 (Test Code).

Test to be Administered	Value of "Online Testing Field" if Test will be administered in:	
	Paper/Pencil	Online
Writing Tests	blank	blank
Non-Writing Tests	blank	Y

A summary of this table is provided below:

For all <u>Writing</u> tests: This field must be left **blank**. Writing tests are not currently administered online.

For all <u>Non-Writing</u> tests:

For a test that will be administered **ONLINE**, the field must contain a value of **Y**. A value of **Y** in this field will NOT result in a Pre-ID label being produced.

For a test that will be administered in **PAPER**, the field must remain blank. A blank field value WILL result in a Pre-ID label being produced.

Refer to Appendix E to see the Pre-ID label sort order.

45. **Recovery:** This field should contain a **Y** if the student is classified as described in Appendix B.

46. **Retest:** This field should contain a **Y** if the student is classified as described in Appendix B.

47. **D-Code:** This field should contain a **Y** if the student is pursuing a Modified Standard Diploma and is classified as described in Appendix B.

48. **Term Grad:**

   For the Summer 2008 **Writing Administration**, this field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate before August 31, 2009. Although a Term Grad student may take two EOC Writing tests, the student's record should be uploaded with only one test assignment for the EOC Writing test. All EOC Writing records that are indicated as Term Graduates will receive two Pre-ID labels and a 2nd test assignment will automatically be generated in PEMSolutions to account for the 2nd EOC Writing test attempt. Additionally, EOC Writing test records marked as Term Graduates automatically will be appealed (scored a 2nd time).

   For the Summer 2008 **Non-Writing Administration**, this field is optional and <u>may</u> contain a **Y** for tests for which the student is attempting to accrue sufficient verified credits to graduate <u>before August 31, 2008</u>. Reporting whether a student is attempting Non-Writing tests as a Term Graduate is not required.

49. **VGLA:** This field should be left blank in Writing and Non-Writing Test Administrations. This field is only used in the VAAP, VGLA, and VSEP Test Administration.

50. **VAAP:** This field should be left blank in Writing and Non-Writing Test Administrations. This field is only used in the VAAP, VGLA, and VSEP Test Administration.

51. **VSEP:** This field should be left blank in Writing and Non-Writing Test Administrations. This field is only used in the VAAP, VGLA, and VSEP Test Administration.

52. **Y-Code-A:** This field should be left blank unless authorized by VDOE.

53. **Y-Code-B:** This field should be **B** for all Writing and Non-Writing SOL tests administered to Project Graduation students beginning with the Summer 2008 SOL test administrations. This field will not be available for upload to PEMSolutions **until June 13, 2008.**

54. **Y-Code-C:** This field should be left blank unless authorized by VDOE.

55. **End of Record (REQUIRED):** This field must contain a **Y** at the end of a student record.

Updating Records via a Student Data Upload (SDU) File

An SDU file may, with some restrictions, be used to electronically update student data fields within PEMSolutions. The restrictions when electronically updating records are as follows:

   a) Test Code cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Test Code will create a new test assignment and the previous test assignment will remain unchanged.
   b) Group Name cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Group Name for an existing test assignment will result in a rejected record with an error message stating a test assignment for that test code already exists. The original test assignment will remain unchanged.
   c) After a test has been processed within PEMSolutions, the test-specific data (e.g., Retest, Recovery, etc.) cannot be updated via an SDU file. The changes must be completed manually within PEMSolutions.

Appendix A: Field Lengths – Bold fields are required

For Summer 2008 Student Data Uploads, the student name fields (Last Name and First Name) will automatically have special characters removed and be truncated to the maximum allowed field length.

Column	Field Length	Field Description
1	8	**Administration**
2	11	**Student Last Name**
3	9	**Student First Name**
4	1	Student MI
5	60	Login ID
6	3	**Division Code**
7	4	**School Code**
8	6	Test Code
9	20	Group Name
10	10	Group Code
11	8	**Date of Birth**
12	2	**Grade**
13	1	**Gender**
14	10	**State Testing Identifier (STI)**
15	2	Race/Ethnicity
16	12	Student Number
17	1	Title I/TAS
18	1	Student Category - Migrant
19	1	Student Category - Homeless
20	1	Student Category - Neglected or Delinquent
21	1	N-Code/Econ Disadv
22	1	LEP Status Code
23	1	LEP Proficiency Level
24	2	Disability Status – Section 1
25	1	Disability Status – Section 2 (no longer used)
26	1	X-Code-A
27	1	X-Code-B
28	1	X-Code-C
29	1	SOA Adjustment - LEP
30	1	SOA Adjustment - Transfer
31	1	AYP Adjustment-A
32	1	AYP Adjustment-B
33	1	AYP Adjustment-C
34	1	AYP Adjustment-D

Column	Field Length	Field Description
35	1	Career/Tech Ed & Tech Prep Program
36	1	Career/Tech ED Single Parent
37	1	Career/Tech Ed Displaced Homemaker
38	1	Career/Tech Ed Nontraditional Career
39	1	Special Code-A
40	1	Special Code-B
41	1	Special Code-C
42	1	RP-Code
43	9	Local Use Data
44	1	Online Testing
45	1	Recovery
46	1	Retest
47	1	D-Code
48	1	Term Grad (May vary for Writing and Non-Writing Admins)
49	1	VGLA (No longer used in SOL Administrations; See p 13)
50	1	VAAP (No longer used in SOL Administrations; See p 13)
51	1	VSEP (No longer used in SOL Administrations; See p 13)
52	1	Y-Code-A
53	1	Y-Code-B
54	1	Y-Code-C
55	1	**End of Record**

Bold fields are required.

Underlined fields are student-specific fields and must remain constant among all records for the same student.

Appendix B: Recovery, Retest, and D-Code Table

If a student is ...	Recovery	Retest	D-Code
• RETAKING an EOC test for verified credit for the FIRST time AND after the regular administration under the expedited retake policy, **Complete Retest for the specific subject(s)**	N/A	Y	N/A
• RETAKING an EOC test for verified credit NOT under the expedited retake policy, **Complete Retest for the specific subject(s).**	N/A	Y	N/A
• RETAKING an EOC *Reading* and/or *Mathematics* test for verified credit AND has participated in a remediation recovery program, **Complete Recovery for the specific subject(s)**	Y	N/A	N/A
• Promoted to grade 4, 5, 6, 7, or 8 but failed the previous Grade's *Reading* test and/or *Mathematics* test and participated in a remediation recovery program, **Complete Recovery for the specific subject(s)**	Y	N/A	N/A
• Promoted to grade 9 but failed the Grade 8 *Reading* test and/or *Mathematics* test; NOT pursuing a Modified Standard Diploma; RETAKING the Grade 8 *Reading* test and/or *Mathematics* test; and participated in a remediation recovery program, **Complete Recovery for the specific Grade 8 subject(s)**	Y	N/A	N/A
• In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and TAKING Grade 8 *Reading* test or Grade 8 *Reading* Cumulative test and/or Grade 8 *Mathematics* test or Grade 8 *Mathematics* Cumulative test for the FIRST time, **Complete D-Code for the specific subject(s)**	N/A	N/A	Y
• In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING a Grade 8 *Reading* test or Grade 8 *Reading* Cumulative test and/or Grade 8 *Mathematics* test or Grade 8 *Mathematics* Cumulative test for the FIRST time after the regular administration under the expedited retake policy, **Complete Retest and D-Code for the specific subject(s)**	N/A	Y	Y

If a student is ...	Recovery	Retest	D-Code
• In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING a Grade 8 *Reading* test or Grade 8 *Reading* Cumulative test and/or Grade 8 *Mathematics* test or Grade 8 *Mathematics* Cumulative test NOT under the expedited retake policy, **Complete Retest and D-Code for the specific subject(s)**	N/A	Y	Y
• In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; RETAKING a Grade 8 *Reading* test or Grade 8 *Reading* Cumulative test and/or Grade 8 *Mathematics* test or Grade 8 *Mathematics* Cumulative test; and participated in a remediation recovery program, **Complete Recovery and D-Code for the specific Grade 8 subject(s)**	Y	N/A	Y

Note: Remediation Recovery is available as an option only for Reading and Mathematics tests.

Appendix C: Error Types

Data Problem	Description
Invalid Boolean value	Field must contain a Y, N or blank.
Invalid date	Field must be a valid date field.
Invalid numeric value	Field must contain a valid numeric value.
Missing value	Field was empty when it was a required field.
Value was larger than allowed	Field contained a value that was larger than the maximum that is allowed.
Value was to small	Field contained a value that was smaller than what is allowed.
Value cannot contain	Field contained a value that was not allowed.
Value must contain	Field can only contain a value of
Value is not in the set of values	Field contained a value that was not in a set of values. Example, Grade field must contain a K,01,02,03,04,05,06,07,08,09,10,11,12,TT
Value was not in a range	Field contained a value that was not in a range of values.
Invalid organization code	Tried to assign a Student to a School that does not exist.
Invalid test administration	Tried to assign a Student to a Test Administration that does not exist.
Invalid student test assignment	Tried to assign a Student to a Test that does not exist for the Test Administration.
Value contained a character that was not non-alpha or blank	Field contained a value that was not an alpha character or blank.
Value contained a character that was not an alpha character	Field contained a value that was not an alpha character.
Value contained a character that was not an alpha-numeric character	Field contained a value that was not an alpha-numeric character.
Value contained a character that was not alpha-numeric character or blank	Field contained a value that was not an alpha-numeric character or blank.
the student values did not match the existing student values	The First Name, Last Name, Gender, and Date of Birth demographics provided for the Student/STI did not match the currently loaded demographics for the Student/STI.
Value contained a character that was not a numeric or a blank	Field contained a value that was not a numeric or blank.
Invalid combination of values	Field contained a value that caused another field value to be invalid. Example, if LEP Status is 1 or 4, the accompanying LEP Proficiency Level 1-4 must be populated.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.

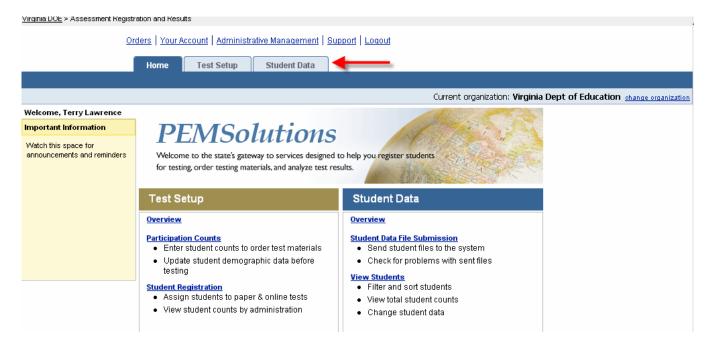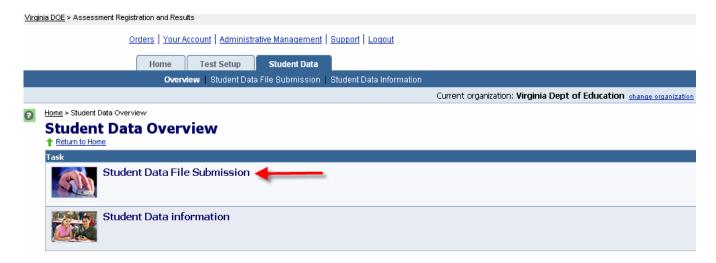## Appendix D: Uploading a Student Data Upload File

Once the student data file has been prepared, the file may be uploaded using the link

http://www.pearsonaccess.com/va/

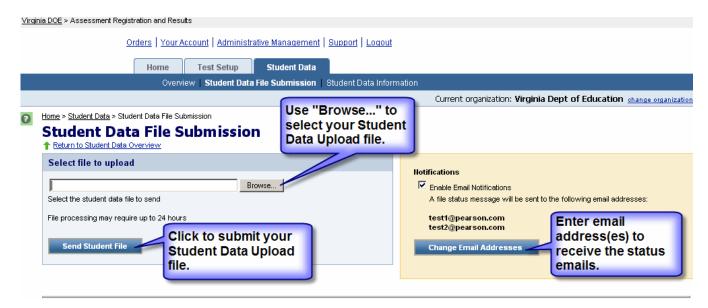After an authorized user is logged on, they will select the Student Data tab.

From this screen they will need to select Student Data File Submission. The Student Data File should be submitted at the division level.

Users will use the "Browse..." feature to select the Student Data Upload file to be submitted.   Users may provide one or multiple e-mail addresses where the system will send a notification that your file is being "Processed."

After the user submits a file, a processing step will validate the records and check for errors. All valid records will be uploaded into the PEMSolutions database. If an e-mail address was provided, a second e-mail notification will be sent once processing of the file is complete. The e-mail will detail the status of your file and provide you with a link to return to the PEMSolutions Website.

The Update Status of your file will appear in the table at the bottom of the Student Data File Submission screen. The table will display all of your file submissions beginning with the most recent submission. The table contains the following columns: <u>Your Sent Files</u>, <u>Sent By</u>, <u>Sent Date</u>, <u>Status</u>, and <u>Messages</u>. The <u>Status</u> column will indicate one of the following messages:
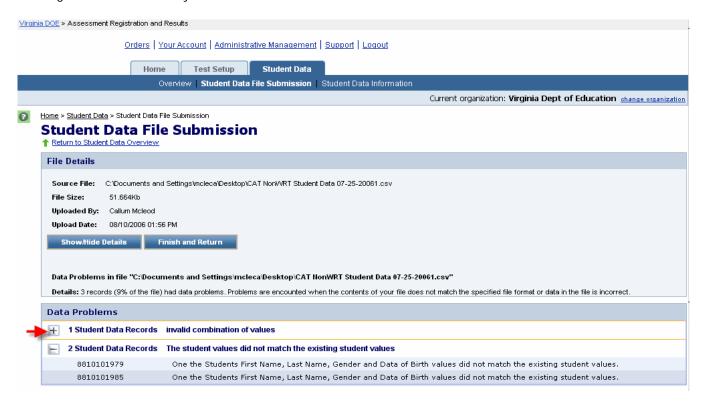
1. Processing: The file is still running through the editing process.
2. Rejected: File format was invalid or ALL of the records in the file were invalid.
3. Complete: All records were successfully uploaded.
4. Complete with problems: Only valid records were uploaded.

If your file is "Complete with Problems" in the Messages column, a link will appear that indicates how many records were invalid and how much of the submitted file this represents.

Clicking on this link will take you to the screen below.

The table that appears will supply you with the number of student data records that contain a particular Data Problem. Refer to Appendix C of this document for a complete list of Data Problems and a brief description. Clicking on the "+" sign by the number of student data records will cause the display list to expand. The first twenty occurrences of invalid records and a description of the nature of the error will be displayed along with the State Testing Identifier (STI) associated with the invalid record.

Divisions are encouraged to review the entire student data file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Data File Submission* screen and all valid records will be uploaded into the PEMSolutions database. Each time a file is uploaded, a confirmation e-mail will be sent to the provided e-mail address(es) regarding the status.

Appendix E: Pre-ID Labels

For students taking a paper/pencil test and that have a test code included in the SDU file, Pre-ID labels will be sent to the division in the following sort order:
1. School
2. Level/Subject (i.e., Grade 8 Mathematics or EOC Algebra I)
3. Group (if provided)
4. Student Last name in alphabetical order